



Government Support Services – Contracting  
100 Enterprise Place  
Suite # 4  
Dover, DE 19904-8202

October 28, 2010

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM  
NO.: GSS10462-MICROGRAPHIC  
MICROGRAPHIC SERVICES AND CONVERSION SERVICES

***ADDENDUM #1***

The purpose of this addendum is to answer questions that were submitted.

All documents relating to the current contract can be found at:  
<http://gss.omb.delaware.gov/contracting/contracts/462.shtml>

1. Has a project like this been requested and awarded in the past?

The State of Delaware currently has a contract for Micrographic Services and Conversion Services to meet the State's ongoing service needs. The current contract expires on February 28, 2011 and has no extension options remaining. Information regarding the current contract can be found at the link above.

2. If so, when were those services performed and who performed them?

Please see the response to question 1.

3. What is the budgeted amount for this project?

Vendor usage reports can be found at the following link:  
<http://gss.omb.delaware.gov/contracting/contracts/462vur.shtml>.

GSS10462-MICROGRAPHIC  
RFP – Addendum 1

4. Regarding the subject RFP, will you favorably consider a proposal in response to the RFP that will provide conversion services to convert your hard copy documents to electronic media in which the documents will be captured in Portable Document Format (PDF) on a secure computer data base available to selected State representatives to access the information from their computer work stations using computer software to access selected documents?

Yes, we would consider it if it is included in a proposal, as long as it complies with DTI's Document Imaging Standard, available at <http://dti.delaware.gov/pdfs/pp/DocumentImagingStandard.pdf>.

All other terms and conditions remain the same.